

Position : Purchasing Executive

Job Responsibilities:-

1. Purchasing Function
 - Responsible for issuing PO, updating receiving Invoice / DO into Ostendo system
 - Ensure the material / goods purchased to be deliver on time in order to meet production schedule
 - Ensure all the material purchased are from approved supplier
 - Assist in sourcing for required components for outputs.
 - Perform yearly supplier assessment and update New Supplier Form
 - Follow up the goods / material return to supplier
2. Custom Issue
 - Updating custom reports for CJ5 and CJP2, prepare documents for duty drawback submission, prepare MIDA quarterly report and monitor the approved quantity from custom
3. Inventory control
 - Responsible for raw material stock adjustment
 - Prepare month end raw material stock report, WIP report and standby raw material stock report
4. Quality, Environmental, Food Safety Management System, Forest Stewardship Council (FSC)
 - Ensure all the chemical item are compliance with ROHS
 - Act as company FQEMS Inspector committee to carry out inspection on ISO 9001, ISO 14001 & ISO 22000 procedures.
 - Ensuring that all the daily operation and system are complies with ISO 9001, ISO 14001, ISO 22000 and FSC requirements.

Requirements:-

1. Candidates must possess at a least SPM / STPM / Advanced Diploma in Accounting / Administration or its equivalent.
2. Excellent communication skills and problem-solving abilities, self-motivated and able to work independently.
3. Computer literate and knowledge in UBS / Stock system is an added advantage.
4. Experience in ISO 9001, ISO 14001, ISO 22000 and FSC company environment is an added advantage.